

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**



**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL
BUSINESS MEETING MINUTES**

**REGULAR MEETING
TUESDAY, OCTOBER 30, 2018**

The Austin Area Comprehensive HIV Planning Council convened in a regular meeting on Tuesday, October 30, 2018 at City Hall, 301 West 2nd Street, Room 1027 in Austin, Texas.

Chair Justin Smith called the Board Meeting to order at 6:00p.m.

Council Members in Attendance:

Chair Justin Smith, Vice Chair L.J. Smith, Secretary Glenn Crawford, Adriana Neves, Akeshia Johnson Smothers, Alberto Barragan, Barry Waller, Bart Whittington, Dale Thele, Emma Sinnott, Samuel Goings, and Whitney Bulna.

Members Absent:

Jerry Elrod and Roger Baltazar

Staff in Attendance: *Cassandra (Cassie) DeLeon, Program Manager, Hailey de Anda, Program Supervisor, Laura Still, Planner, Halana Kaleel, Administrative Senior*

Administrative Agent: *Brenda Mendiola, Program Coordinator, Glenn Selfe, Program Manager*

Presenters: *Nancy Putnam, Data Manager HRAU*

1. CERTIFICATION OF QUORUM

Chair Justin Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

- a. Esteban Olave, Outreach Specialist from ASHwell talked to council about services offered at ASHwell such as PREP/PEP and peer support. ASHwell is working towards filling in gaps for linkage to care and retention. They look forward to engaging more with the Planning Council and Fast Track Cities.
- b. Emily Lodger, Planner, Brazos Valley Council of Governments (BVCOG) will present on Agenda Item #6C Part B Report.

3. INTRODUCTION/ANNOUNCEMENTS

None at this time.

4. PRESENTATION

- a. OPEN DATA PORTAL: Medical Transportation – Nancy Putnam, Data Manager HRAU
 - i. Data will be available to the public on <https://data.austintexas.gov/>.
 - ii. Client information de-identified and HIPPA compliant.
 - iii. Focus on improving medical transportation for HIV clients.
 - iv. Correlation between missed appointments and transportation.

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

- v. Council Member Emma Sinnott requested maps overlaying where service providers are compared to where clients are living.
- vi. Council Member Whitney Bulna discussed how transportation is one of the biggest barriers for clients at Integral Care.
- vii. Support Staff Laura Still discussed how Allocations/Priority Setting is being posted to the data portal.




5. APPROVAL OF MINUTES

The minutes from the meeting of September 25, 2018 were approved.

6. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Support Staff Report
 - i. Support Staff Hailey de Anda presented the staff report (See Appendix A).
- b. Part A Administrative Agency Report (See Attachment A)
 - i. Administrative Agent Glenn Selfe presented Part A & MAI Grants Administrative/Management Update, Part A & MAI Fiscal Update, and other HIV Resources Administration Unit News.
 - ii. Administrative Agent Brenda Mendiola presented Quality Management/Data Management Update and Client Complaints.
- c. Part B Report
 - i. Emily Lodger, Planner, BVCOG presented the Part B report (See Appendix B).

7. COMMITTEE REPORTS

- a. Executive Committee
 - i. Officer Speeches and Elections 
 - Council Members Barry Waller, Glenn Crawford, and L.J. Smith gave speeches to Council.
 - A 2019-2020 officer ballot was distributed to collect votes for the Planning Council positions of Chair, Vice-Chair and Secretary.
 - L.J. Smith won the office of Chair for the HIV Planning Council with a vote of 30 points.
 - Barry Waller won the office of Vice-Chair for the HIV Planning Council with a vote of 25 points.
 - Glenn Crawford won the office of Secretary for the HIV Planning Council with a vote of 17 points.
 - ii. Calendar for 2019 meetings 
 - Executive Committee recommendation adopting the Proposed Meeting Schedule for 2019 was approved on a 12-0 vote. Council Members Jerry Elrod and Roger Baltazar were absent.
 - iii. Executive Committee has been focusing on Community Star Award.
 - iv. Additional modifications have happened to the membership application for Planning Council to assure clarity and accuracy.
- b. Comprehensive Plan Committee
 - i. While significant progress has been made in collecting feedback from target demographics and areas of interest, efforts are ongoing to address specific gaps identified. Gaps include Spanish Speaking, Women of Color and Transgender.
 - ii. Members reviewed logic model of the comprehensive planning committee activities and HIV Planning Council responsibilities to provide shape discussion of activities and deliverables for the committee.
- c. Allocations Committee (Please see Attachment B)
 - i. vote on funding available for part A direct services 

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

- Allocation Committee recommendation adopting \$1,455,458 to Core Service Outpatient/Ambulatory Health Services was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$307,270 to Core Service Medical Case Management was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$154,403 to Core Service Substance Abuse Outpatient Care was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$232,712 to Core Service Health Insurance Premium and Cost Sharing Assistance was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$237,370 to Core Service AIDS Pharmaceutical Assistance [Local] was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$570,830 to Core Service Oral Health Care was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$1 to Core Service AIDS Drug Assistance Program Treatments was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$225,206 to Core Service Mental Health Services was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$92,213 to Core Service Medical Nutrition Therapy was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- Allocation Committee recommendation adopting \$87,907 to Core Service Early Intervention Services (EIS) was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

- Allocation Committee recommendation adopting \$62,010 to Core Service Early Intervention Services (EIS) [MAI] was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$248,590 to Support Service Non-Medical Case Management Services was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$314,522 to Support Service Non-Medical Case Management Services [MAI] was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$138,775 to Support Service Housing was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$123,209 to Support Service Substance Abuse Services - Residential was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$95,597 to Support Service Emergency Financial Assistance was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$97,204 to Support Service Food Bank/Home Delivered Meals was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$20,923 to Support Service Medical Transportation was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
 - Allocation Committee recommendation adopting \$13,289 to Support Service Psychosocial Support Services was approved on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.
- ii. vote on FY18 reallocation^a
- Allocation Committee recommendation adopting decrease of \$4 to Support Service Psychosocial Support Services on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.

- Allocation Committee recommendation adopting decrease of \$243 to Support Service Non-Medical Case Management MAI on a 9-0-3 vote. Council Members Emma Sinnott, Alberto Barragan, and Whitney Bulna recused from this item due to conflict of interest. Council Members Jerry Elrod and Roger Baltazar were absent.

8. TECHNICAL ASSISTANCE

None at this time.

9. ADJOURNMENT

Chair *Justin Smith* adjourned the meeting at 7:51 without objection.

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

Appendix A

The mission of the HIV Planning Council is to develop and coordinate an effective and comprehensive community-wide response to HIV/AIDS.

**Planning Council: Office of Support Staff Report
October 30, 2018 Business Committee Meeting**

ANNOUNCEMENTS

2018 AIDS Walk

November 3, 2018

Republic Square

9:00am-1:00pm

Fast Track Cities Upcoming Workgroup Meetings

November 13, 2018 next Fast Track Cities meeting

www.facebook.com/AustinFTC/

Now Accepting Nomination for the Star Award

Closes: November 5th

<https://www.surveymonkey.com/r/hivplanningcouncilstarawards>

World AIDS Day Proclamation

Networking reception immediately afterwards

November 29, 2018

City Hall: proclamation presentation in council chambers and reception on Mayor's balcony

5:30 – 6:45pm

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- HRSA Site Visit final report should be available now. AA will be able to access report.

Needs Assessment

- Reviewing target groups for data collection and update on planned data collection.
 - October/ November – Women of color and LGBTQ Youth
- Piloting new worksheet to better connect data/review with planning and assessment efforts.

Comprehensive Planning

- Annual update to the Comprehensive Plan's Dashboard
- Request for quarterly update on community activities

Outreach and Recruitment

- World AIDS Day Proclamation 11/29 with reception on Mayor's balcony
- Now accepting volunteers to table at the AIDS Walk 8:30-1:30pm. Half shifts can be provided if requested

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

Technical Assistance and Training

- Recommended meeting dates for 2019
 - **Executive Committee:** 1st Tuesday of the month at 6pm at City Hall
 - **Comprehensive Planning Committee:** 2nd Tuesday of the month at 6pm at City Hall
 - **Allocation Committee:** 3rd Wednesday of the month at 6pm at City Hall
 - **Business Meeting:** 4th Monday of the month at 6pm at City Hall
- November meeting have been cancelled for Allocation Committee and Business Committee. Comprehensive Planning Committee is likely to cancel as well.
- December Business meeting: Old Thousands on December 4th at 6:00pm

Partnerships

- Texas HIV Syndicate
- Opt out HIV Policy – Health Equity Policy Council effort

Other

- City of Austin Open Data Portal project – presentation at October business meeting

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

Appendix B

Austin Area Comprehensive Planning Council
Ryan White Part B Administrative Agency Report
Submitted by Emily Loder
October 30, 2018

I. Part B Grants Administration/Management Update

- BVCOG has released their competitive RFP. It is due November 30.
- We are still in the process of updating our eligibility policy to match the updated DSHS policy. We will work with the City of Austin to match as much as we can.
- We have hired one compliance monitor and are in the process of hiring another one.

II. Part B Expenditure Summary Update

The FY19 Part B expenditure summary is shown in Table 1 below. Forty-two percent of the year has expired; however, thirty-six percent of funds have been used through August 2018. For supplemental funding, eighty-three of the year has expired; however, seventy-two percent of funds have been expended through August 2018.

**Table 1: Ryan White FY18 Part B Billing Summary
August 2018**

| CATEGORY | Budgeted Amount | Expended Amount | Percent Expended |
|-------------------------|------------------------|------------------------|-------------------------|
| Service Delivery | \$3,395,663.00 | \$1,313,888.58 | 38.69% |

Excluding Supplemental:

| CATEGORY | Budgeted Amount | Expended Amount | Percent Expended |
|-------------------------|------------------------|------------------------|-------------------------|
| Service Delivery | \$3,155,358 | \$1,140,639.78 | 36.15% |

III. Ryan White Part B Expenditure Summary Update (Austin Agencies Only)

| Service Category | Allocation | Expended | Justification |
|--|-------------------------|-----------------|---|
| Health Insurance | \$71,268 (56.89%) | \$40,545.03 | Agencies experienced increased client need in July. |
| Oral Health | \$146,600 (38.66%) | \$56,676.52 | Agencies are on track to fully expend funds. |
| Oral Health Supplemental | \$21,433 (20.17%) | \$22,918.16 | Funds were increased to fully expend as a priority service. |
| Outpatient Ambulatory Health Services | \$741,225 (37.35%) | \$276,832.49 | Within Variance. |
| Outpatient Ambulatory Health Services Supplemental | \$74,966.00 (79.85%) | \$59,860.49 | Within variance |
| Early Intervention Services | \$20,000 (63.49%) | \$12,697.56 | There has been a higher need than expected in this category. We are working with agencies to reallocate funds if necessary. |

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, OCTOBER 30, 2018**

| | | | |
|--------------------------------------|---------------------------------|---------------------|--|
| Emergency Financial Assistance | \$25,500 (100%) | \$25,000 | <i>There has been an increased delay in ADAP certification (and recertification), the release of new more expensive medications, and lack of access to funds from other contracts due to contracting delays. There are additional funds to support the provision of medications funded under EFA. BVCOG will be notified if a lapse in additional funding occur.</i> |
| Local AIDS Pharmaceutical Assistance | \$75,700 (46.37%) | \$35,104.43 | <i>Within variance.</i> |
| Medical Transportation | \$900 (88.86%) | \$799.73 | <i>Within variance</i> |
| Mental Health | \$105,000 (46.51%) | \$48,839.28 | <i>Within variance.</i> |
| Non-Medical Case Management | \$35,000 (2.11%) | \$739.65 | <i>Agencies have developed a plan to start utilizing funds so they are used in a timely manner.</i> |
| Food Bank | \$3,400 (22.24%) | \$756.00 | <i>Agencies have developed a plan to start utilizing funds so they are used in a timely manner and distributed evenly among categories.</i> |
| Total Ryan White Supplemental | \$113,603 (88.01) | \$99,982.65 | |
| Total Regular Ryan White | \$1,224,593 (40.71%) | \$498,490.69 | |

V. Client Complaints

- No complaints have been received.